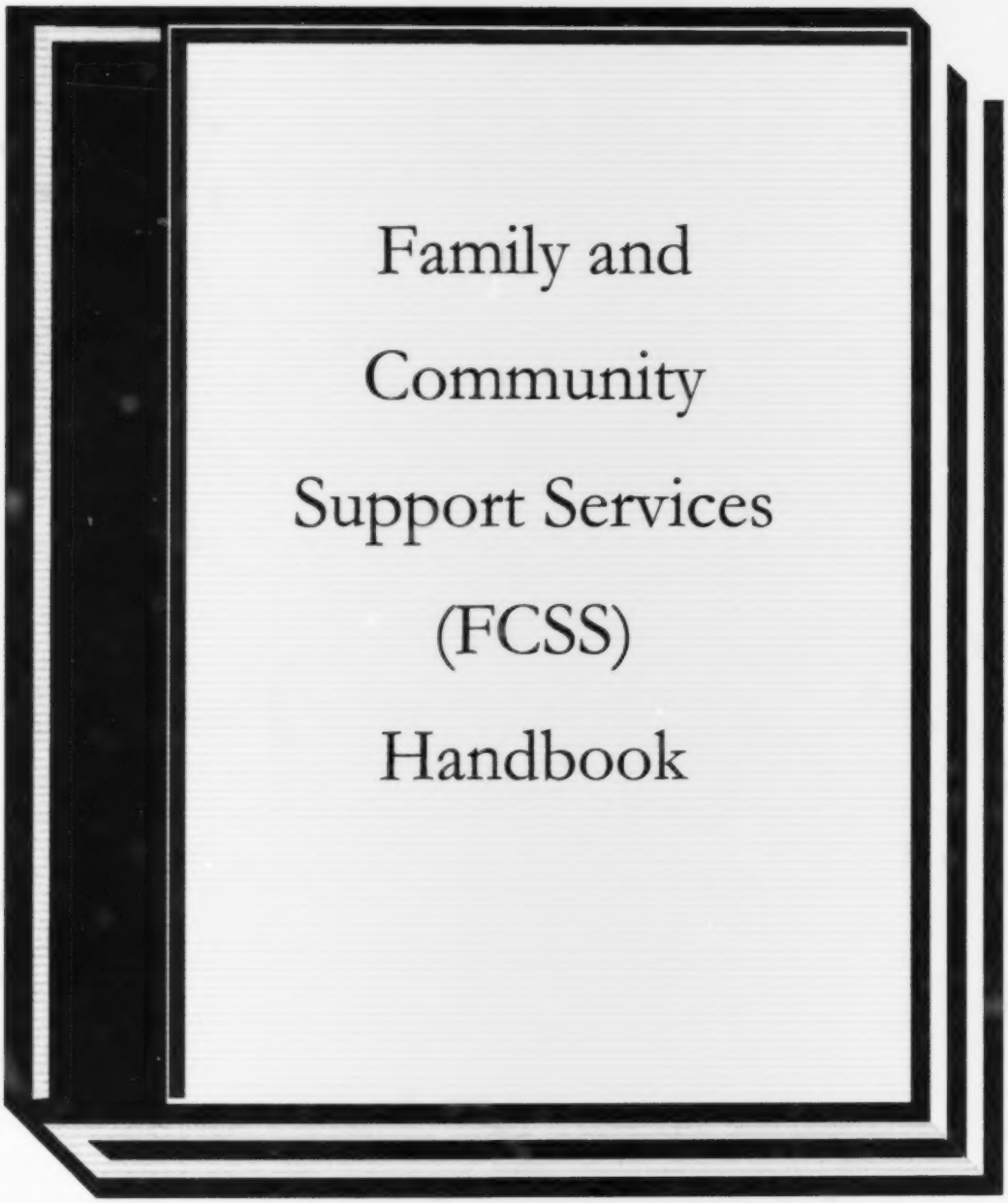
Family and
Community
Support Services
(FCSS)
Handbook

103-06094/

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Introduction

Since 1966, the Government of Alberta, municipalities, and Metis Settlements have jointly funded preventive social services for Albertans through the Family and Community Support Services (FCSS) Program. Designed to meet the preventive social programming needs of the local community, FCSS projects and services offer a range of support for people of all ages. Over the years, a number of changes have been made to the FCSS Program to ensure that it continues to meet the needs of the community.

This handbook presents an overview of the FCSS Program, describing its program plan, organization, allocation of funds, and its accountability processes. The handbook is intended to assist staff, elected officials, and board members in understanding the purpose of the FCSS Program, how FCSS funding is allocated, and how it can be used. It will also provide a record of significant program policy decisions, including interpretations of the Conditional Agreement Regulation.

This handbook will be updated as required. Your suggestions and comments are welcome.

1 Program Plan

A. Vision

Alberta's diverse people building strong communities through positive, caring interaction and mutual respect.

B. Beliefs

A community's most valuable resources are its people. Investments made in developing and supporting people pay dividends in all areas of community life.

We can make valuable contributions to our communities, and communities need the contributions of all of us.

Voluntarism is inherently valuable in that it allows us, as citizens, to contribute directly to our community, which in turn is linked to positive outcomes for individual volunteers.

Partnerships are fundamental to community building.

Municipalities and Metis Settlements can support individuals, families and communities by providing well designed preventive social programs.

Each municipality and Metis Settlement has unique programming needs and is best able to determine what its own needs are.

C. Mission

FCSS is a partnership between the province, municipalities and Metis Settlements that develops locally-driven preventive social initiatives to enhance the well-being of individuals, families and communities.

D. Mandate

Provincially, the FCSS Program receives its mandate from the Family and Community Support Services Act, and the Conditional Agreement Regulation pursuant to that Act. At the local level, the municipal or Metis Settlement council chooses whether to establish a program, and enters into an agreement with the province to jointly fund the program.

2 FCSS Program Options

The following are services that a Family and Community Support Services Program may offer in the community. This list is intended as a guideline only. Assessing the needs of the community is the responsibility of the municipality/Metis settlement.

a. services that promote the social development of children and their families, including

   i. parent-child development activities,
   ii. temporary or occasional parent relief services, and
   iii. support services for young school age children;

b. services that enrich and strengthen family life by developing skills in people to function more effectively within their own environment, including

   i. parenting and family life education and development programs,
   ii. marriage enrichment,
   iii. retirement planning,
   iv. programs for single adults and single parents,
   v. courses designed to enhance self-awareness and personal growth,
   vi. individual, family and group counselling services that are educational and not treatment oriented, and
   vii. youth development services;

c. services that enhance the quality of life of the retired and semi-retired, including

   i. home support services,
   ii. education and information services,
   iii. outreach and coordination services, and
   iv. self-help socialization activities;

d. services designed to promote, encourage and support volunteer work in the community, including

   i. recruitment, training and placement services,
   ii. resources to support volunteers, and
   iii. coordination of volunteer services;

e. services designed to inform the public of available services, including

   i. information and referral services,
   ii. community information directories,
   iii. newcomer services, and
   iv. interagency coordination.

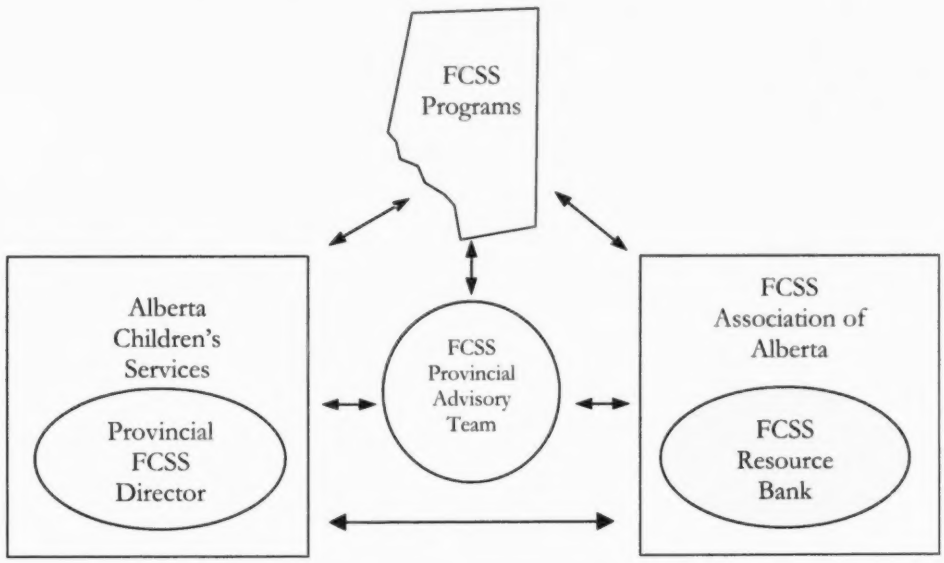
3 Organization

To better reflect the partnership nature of the FCSS Program, a more formal relationship will be established between Alberta Children's Services and the FCSS Association of Alberta (FCSSAA). This partnership team will take a joint approach toward improving the FCSS Program. This chapter will describe that relationship.

A. Relational Chart

(courtesy of FCSSAA)

How FCSS Bodies Relate



FCSS Programs have two primary sources of information, plus communication with all three bodies.

B. Program Advisory Team Mandate

1. Background

The Family and Community Support Services (FCSS) Program is jointly funded by the province and municipalities and Metis Settlements. The Minister of Alberta Children's Services is responsible for the provincial policies that guide the program. Staff from

Alberta Children's Services will meet regularly with the executive of the FCSS Association of Alberta to identify issues and suggest policy responses. This joint initiative of the Ministry and the Association will be known as the FCSS Program Advisory Team.

2. Purpose

The Program Advisory Team will be a vehicle for Alberta Children's Services and the FCSS Association of Alberta to jointly consider program policies and processes, and recommend improvements. It will in no way interfere with the relationship between the province and individual municipalities that is spelled out in the FCSS Act.

Specific aspects of the advisory team's mandate include:

- Operate within the framework of FCSS Act and Conditional Agreement Regulation, the budget as determined by Alberta Children's Services, and the overall goal of the department business plan (1998/99 - 2000/01): i.e. *Encourage and support preventive social programming in communities.*
- Make recommendations for a three year plan for FCSS, including the Vision, Mission, Principles, Goals and Performance Measures for the provincial program.
- Provide a forum for the discussion of new program directions.
- Annually review progress made toward program goals, report on performance measures and comment on the effectiveness of the Program Advisory Team.
- Assist in the continued development of the Program Handbook.
- Recommend policies concerning administration of program, e.g.:
    - surplus retention.
    - policy interpretations concerning types of programs that are eligible or not eligible for FCSS funding. (This will not involve decisions about individual projects, rather the team will look at "classes" of projects or services. For example, reviewing the policy with respect to funding food banks.)
    - Assist in evaluating the effectiveness of the Conditional Agreement Regulation, funding allocation model, and program review processes.

3. Membership

Ministry:

- Director of Family and Community Support Services
- Program support staff (2)

FCSSAA:

- President
- Vice-President
- Secretary
- Treasurer
- Representation from Metis Settlements
- FCSSAA Past President

4. Authority/Reporting Relationship

The Team represents a consultative relationship between the Ministry and the FCSS Association of Alberta. Ministry staff on the team are accountable to the Assistant Deputy Minister responsible for FCSS. Association representatives are accountable to the Association Board and membership.

5. Meetings

It is anticipated that the team will meet up to four times each year.

6. Budget

An annual budget will be prepared to cover costs of travel (for FCSSAA members), room rental, and administrative support to the team.

7. Review of the Program Advisory Team

The Terms of Reference and the effectiveness of the team will be reviewed annually.

C. Issues Resolution Process

(Still in process)

4 Accountability

A. Administration Process

1. The Municipal FCSS Administration Process

August — RECEIVE from the Province forthcoming year FCSS funding allocation confirmation. The municipalities may either request the entire grant amount, or a portion thereof, based on the municipal budget estimate.

October — RECEIVE from the Province:

- FCSS Conditional Funding Agreement (offer of funding) for the coming year.

HAVE AGREEMENT SIGNED BY MUNICIPAL AUTHORITY.

↓

SEND signed agreement to ACS. → Department processes payment.

January — RECEIVE first quarter payment of provincial funding for the new year.

January — End of previous financial year:

- COMPILE information for Annual FCSS Program Report.
- ARRANGE for financial audits/certificates of compliance (if applicable).

↓

April — SEND reports to the Province (within 120 days after end of financial year).

delays

→ (Province reviews)

questions

x If reports require clarification

✓ If reports complete

↓

RECEIVE from the Province:

↓

- Reconciliation statement

April — Provincial Budget. Revised allocations and agreements forwarded if required.

April — RECEIVE second quarter payment of provincial funding.

July — RECEIVE third quarter payment of provincial funding.

October — RECEIVE fourth quarter payment of provincial funding.

2. The Metis Settlement FCSS Administration Process

August — RECEIVE from the Province forthcoming year FCSS funding allocation confirmation. The Metis Settlement may either request the entire grant amount or a portion thereof, based on Metis Settlement budget estimate.

January — RECEIVE from the Province:

- FCSS Conditional Funding Agreement (offer of funding) for the coming fiscal year.

HAVE AGREEMENT SIGNED BY METIS SETTLEMENT AUTHORITY.

↓

SEND signed agreement to ACS. → Department processes payment.

April — Provincial Budget. Revised allocations and agreements forwarded if required.

April — RECEIVE first quarter payment of provincial funding for the new year.

April — End of previous financial year:

- COMPILE information for Annual FCSS Program Report.
- ARRANGE for financial audits/certificates of compliance (if applicable).

↓

July — SEND reports to the Province (within 120 days after end of financial year).

delays

→ *questions* → (Province reviews)

x If reports require clarification

✔ If reports complete

↓

RECEIVE from the Province:

↓

- Reconciliation statement

July — RECEIVE second quarter payment of provincial funding.

October — RECEIVE third quarter payment of provincial funding.

January — RECEIVE fourth quarter payment of provincial funding.

3. Provincial FCSS Administration Process

August	✒	Forward forthcoming year FCSS funding allocation to municipalities and Metis Settlements for grant confirmation and requests for provincial funding.
October	✒	Forward FCSS Conditional Funding Agreement to municipalities for the coming year.
January	✒	Disburse first quarter payment of provincial funding to municipalities.
	✒	Forward FCSS Conditional Funding Agreement to Metis Settlements.
April	✒	Provincial budget adjustments to FCSS Conditional Funding Agreement if required.
	✒	Disburse second quarter payment of provincial funding to municipalities.
	✒	Disburse first quarter payment of provincial funding to Metis Settlements.
May	✒	Receive and review prior year's financial statements/certificates of compliance from municipalities.
	✒	Forward reconciliation statements to municipalities.
July	✒	Disburse third quarter payment of provincial funding to municipalities.
	✒	Disburse second quarter payment of provincial funding to Metis Settlements.
August	✒	Receive and review prior year's financial statements/certificates of compliance from Metis Settlements.
	✒	Forward reconciliation statements to Metis Settlements.
October	✒	Disburse fourth quarter payment of provincial funding to municipalities.
	✒	Disburse third quarter payment of provincial funding to Metis Settlements.
January	✒	Disburse fourth quarter payment of provincial funding to Metis Settlements.

B. Conditional Funding Agreement

1. Municipalities

Alberta
CHILDREN'S SERVICES

JANUARY 1 - DECEMBER 31, XXXX FCSS CONDITIONAL FUNDING AGREEMENT

BETWEEN: HER MAJESTY THE QUEEN in the right of the Province of Alberta as represented herein by the Minister of Alberta Children's Services (hereinafter called "The Minister")

and

_____, whose address is

_____

(hereinafter called the Municipality)

The parties agree as follows:

1. Subject to appropriation by the Legislature of Alberta, the Minister shall pay the Municipality the committed provincial contribution of _____ to establish, administer and operate the program referred to in paragraph 2 of the Agreement.
2. The Municipality shall:
   (a) Provide for the establishment, administration, and operation of a Family and Community Support Services Program (hereinafter called "the Program") in accordance with the Family and Community Support Services Act and Conditional Agreement Regulation;
   (b) Ensure that a total sum of _____including a required municipal contribution of at least_____ be expended in the program;
   (c) Repay any unused provincial funds;
   (d) Prepare and submit required program and financial information within 120 days of the end of the municipality's fiscal year, or within a period of time determined by the Minister if the agreement with the Minister is terminated.
   (e) Ensure that required program and financial information is collected, maintained, used, and disclosed in accordance with the provisions of the Freedom of Information and Protection of Privacy Act; and records identified as necessary under the Act must be kept for a period of five years, in accordance with the retention schedule under which the Ministry operates.
3. Provincial payments shall be made as follows:
   (a) An advance of one-fourth of the sum payable by the Minister under the Agreement shall be paid January XXXX from the Family and Community Support Services budget.
   (b) An advance of one-fourth of the sum payable by the Minister under the Agreement shall be paid in April XXXX from the Family and Community Support Services budget.
   (c) An advance of one-fourth of the sum payable by the Minister under the Agreement shall be paid in July XXXX from the Family and Community Support Services budget.
   (d) An advance of one-fourth of the sum payable by the Minister under the Agreement shall be paid in October XXXX from the Family and Community Support Services budget.
4. Whenever any question exists regarding the expenditure of provincial funding, the decision of the Minister shall be final and conclusive.
5. (a) If in the opinion of the Minister, the Municipality's program fails to meet the requirements of the Conditional Agreement Regulation, or
   (b) if the financial report of the Municipality
      (i) has not been submitted to the Minister within 120 days of the end of the municipality's fiscal year,
      (ii) does not meet the requirements of the Conditional Agreement Regulation, or
      (iii) shows that the Municipality has wrongfully used funds provided to it under the Act,

   the Minister may withhold amounts of funding under any new agreement or require the Municipality to repay the amounts of funding that in the opinion of the Minister are equivalent to the value of the program components not met or the funds wrongfully used.
6. The terms of this Agreement commence January 1, XXXX and terminate on the date that all provisions of this CONDITIONAL FUNDING AGREEMENT have been satisfied.
7. [Optional Paragraph]
   The Municipality represents that pursuant to the agreement with the other participating municipalities it has the authority to agree to the terms of this agreement, on their behalf.

The municipality has signed this Agreement on the _____ day of _____, XXXX.

The Minister has signed this Agreement on the _____ day of _____, XXXX.

Signatures (Affix municipal corporate seal if applicable):

_____ _____

Minister of Alberta Children's Services

_____

Municipality's or Metis Settlement's duly authorized signing officer(s)

Alberta
CHILDREN'S SERVICES

JANUARY - DECEMBER XXXX FCSS CONDITIONAL FUNDING AGREEMENT PURSUANT TO THE FAMILY AND COMMUNITY SUPPORT SERVICES PROGRAM
(Conditional Agreement Regulation)

TITLE OF PROGRAM

For the Period Ending
December 31, XXXX

SCOPE OF PROGRAM:

Single Municipality ❑
Multiple Municipality * ❑

*List of all participating municipalities

CALCULATION OF FUNDING:

$	+	$	=	$
Committed Provincial Contribution		Required Municipal Contribution ($0.25 per Committed Provincial $1.00 which represents 20% of the Total Sum)		Total Sum

2. Metis Settlements

Alberta
CHILDREN'S SERVICES

APRIL 1, XXXX - MARCH 31, XXXX FCSS CONDITIONAL FUNDING AGREEMENT

BETWEEN: HER MAJESTY THE QUEEN in the right of the Province of Alberta as represented herein by the Minister of Alberta Children's Services (hereinafter called "The Minister")

and

_____, whose address is

_____

(hereinafter called the Settlement)

The parties agree as follows:

1. Subject to appropriation by the Legislature of Alberta, the Minister shall pay the Settlement the committed provincial contribution of _____ to establish, administer and operate the program referred to in paragraph 2 of the Agreement.
2. The Settlement shall:
   (a) Provide for the establishment, administration, and operation of a Family and Community Support Services Program (hereinafter called "the Program") in accordance with the Family and Community Support Services Act and Conditional Agreement Regulation;
   (b) Ensure that a total sum of _____including a required municipal contribution of at least _____ be expended in the Program;
   (c) Repay any unused provincial funds;
   (d) Prepare and submit required program and financial information within 120 days of the end of the settlement's fiscal year, or within a period of time determined by the Minister if the agreement with the Minister is terminated.
   (e) Ensure that required program and financial information is collected, maintained, used, and disclosed in accordance with the provisions of *the Freedom of Information and Protection of Privacy Act*; and records identified as necessary under the Act must be kept for a period of five years, in accordance with the retention schedule under which the Ministry operates.
3. Provincial payments shall be made as follows:
   (a) An advance of one-fourth of the sum payable by the Minister under the Agreement shall be paid April XXXX from the Family and Community Support Services budget.
   (b) An advance of one-fourth of the sum payable by the Minister under the Agreement shall be paid in July XXXX from the Family and Community Support Services budget.
   (c) An advance of one-fourth of the sum payable by the Minister under the Agreement shall be paid in October XXXX from the Family and Community Support Services budget.
   (d) An advance of one-fourth of the sum payable by the Minister under the Agreement shall be paid in January XXXX from the Family and Community Support Services budget.
4. Whenever any question exists regarding the expenditure of provincial funding, the decision of the Minister shall be final and conclusive.
   (a) If in the opinion of the Minister, a settlement's program fails to meet the requirements of the Conditional Agreement Regulation, or
   (b) if the financial report of the Settlement
      (i) has not been submitted to the Minister within 120 days of the end of the settlement's fiscal year,
      (ii) does not meet the requirements of the Conditional Agreement Regulation, or
      (iii) shows that the settlement has wrongfully used funds provided to it under the Act,

   the Minister may withhold amounts of funding under any new agreement or require the Settlement to repay the amounts of funding that in the opinion of the Minister are equivalent to the value of the program components not met or the funds wrongfully used.
6. The terms of this Agreement commence April 1, XXXX and terminate on the date that all provisions of this CONDITIONAL FUNDING AGREEMENT have been satisfied.

The Settlement has signed this Agreement on the _____ day of _____, XXXX.

The Minister has signed this Agreement on the _____ day of _____, XXXX.

Signatures (Affix municipal corporate seal if applicable):

_____ _____

Minister of Alberta Children's Services

_____

Municipality's or Metis Settlement's authorized signing officer(s)
(Mayor, Reeve, Chairperson, as the case may be)

C. Annual Program Report

1. Report Form

Report Form

2. Guideline

Municipalities and Metis Settlements receiving provincial FCSS grants are required by FCSS Conditional Agreement Regulation to submit **an Annual FCSS Program Report**. This includes a **Statement of Revenue and Expenditures** and a **Projects/Services Report**. This report must be submitted within 120 days of the end of the calendar year (fiscal year for Metis Settlements). An Annual FCSS Program Report form will be forwarded to municipalities and Metis Settlements for completion. The form is divided into three sections. Section 1 is the Statement of Revenue and Expenditures; Section 2 is the Project Services Report; and Section 3 is the Certificate of Compliance. The following is a guideline in completing the form:

Name of FCSS Program - Identify name of the local program receiving funding from Alberta Children's Services for the delivery of FCSS Program.

Section 1 **Statement of Revenue and Expenditures**

Revenues

Funding provided under the Act (Conditional Agreement – No. 1) is the quarterly FCSS provincial grant payments received within the reporting period, plus provincial surplus dollars (if any) from the prior reporting period, as identified in the Conditional Funding Agreement for the same financial period.

Funding provided under the Act from other FCSS Programs is provincial FCSS funding received by local FCSS Programs from other FCSS Programs outside of their own FCSS boundaries.

The ***Municipal contribution*** must be no less than 25% of the provincial grant. This will result in an 80/20 ratio between the province and the municipality. This contribution cannot include funds collected through fees charged to clients for services provided under the municipal program. Effective January 1, 1998, the 20% matching share must be allocated from the operating budget of the municipality.

Other revenues include the following examples:

Funds paid to the program by other provincial, municipal, or federal departments for the reporting period.

Client fees or other third party fees received in the reporting period.

Proceeds from the disposal of assets and equipment.

Cash donations and proceeds from general fund raising activities to the program, including United Way, etc.

Interest income from investments of current period funding, and from other sources of income allocated to the program.

Expenditures

Services provided by the municipality under the program including administration may only include costs identified in section 3 of the FCSS Conditional Agreement Regulation and shall not include costs identified in section 4.

Funds provided to service providers who are external to the municipality is the total amount of all FCSS grants paid to external agencies during the reporting period.

Less surpluses retained/returned by service providers who are external to the municipality is the total amount of funding the external agencies did not spend. The municipality needs to have a mechanism to determine whether grants have been fully expended in accordance with the terms of agreement between the municipality and the agencies.

Net total funding to service providers who are external to the municipality is the difference between the amount of funds advanced to external agencies and the amount of surpluses retained/returned by the agencies.

Surplus/(Deficit) is the difference between the total expenditures and the total revenues. If a surplus is identified, the amount will be prorated proportionately among revenue contributors.

Section 2 Projects/Services Report

- List all projects receiving FCSS funding, and the amount expended on each project.
- If projects fit more that one category, list them in all categories and assign a percentage to each category.
- The total program expenditures should be equal to Line I of Section 1.

Section 3 Certification of Compliance

The FCSS Director (or designate) and the Chief Administrative Officer (or designate) sign the Certification of Compliance attesting that all expenditures comply with the FCSS legislation; and the 20% municipal matching share is part of the operating budget of the municipality.

FCSS Director is defined as the person directly responsible for the general FCSS Program in the municipality.

3. Level of Assurance

a. Where the grant provided to the municipality is $100,000 or less, the signed Annual FCSS Program Report is all the reporting required.

b. Where the grant provided to the municipality is more than $100,000 but less than $500,000, a Review Engagement Report must accompany the signed Annual FCSS Program Report.

c. Where the grant provided to the municipality is $500,000 or more, an Auditor's Report must accompany the signed Annual FCSS Program Report.

Municipalities requiring to submit Review Engagement Report or Audited Financial Statement need not submit the entire FCSS financial statement, providing the following conditions are met:

a. The auditor's review engagement report or the auditor's report must refer specifically to the **name of the FCSS Program** (e.g. Airdrie FCSS), as shown in the Annual FCSS Program Report, and the **date the Report is completed**. **The Annual FCSS Program Report must be attached to the signed auditor's report.**

b. The auditor's report should include an expressed opinion that the FCSS Program Report adheres to the conditions of the Conditional Agreement Regulation, Family and Community Services Act, Alberta Regulation 218/94.

With respect to levels of assurance b) and c) the Review Engagement Report and the Auditor's Report require the issuance of a report by a public accountant who is a member in good standing of the Institute of Chartered Accountants of Alberta, the Certified General Accountants' Association of Alberta, or the Society of Management Accountants of Alberta.

The Minister of Alberta Children's Services will allow a municipal employee to prepare a review engagement report or auditor's report referred to in section 6.1 and 6.2 of the FCSS Conditional Agreement Regulation providing that the following conditions are met: that said employee has the proper professional designation; the employee's primary duty is performing audits; and that employee is independent of the unit disbursing the FCSS grant funding.

D. Reconciliation Statement

Family and Community Support Services
Reconciliation of Revenue and Expenditures

Local Unit Authority

XXXX Calendar Year

			Surplus Cost Share Factor
Revenues			
Funding provided under the Act (Conditional Agreement - No.2)		(a)	
Funding provided under the Act through other FCSS Programs		(b)	
Total funding provided under the Act [(a) + (b)]		(c)	
Municipal contribution or ¼ of provincial funding, whichever is less		(d)	
Other revenues		(e)	
Total Revenues [(c) + (d) + (e)]		(f)	
Expenditures			
Services provided by the municipality under the program including administration		(g)	
Funds provide to service providers who are external to the municipality		(h)	
Less: Surpluses retained/returned by service providers who are external to the municipality		(i)	
Net total funding to services providers who are external to the municipality [(h) – (I)]		(j)	
Total Expenditures [(g) + (j)]		(k)	
Surplus/Deficit [(f) – (k)]			
Share of funding surplus by the Municipality			
Share of funding surplus by other sources of revenue			
Share of funding surplus by the Province			

Reconciliation Statement

The Provincial reconciliation statement reflects the Statement of Revenue and Expenditures in Section 1 of the Annual Program Report. Any surplus incurred by the program will be prorated in proportion to the amount provided by the Province, the Municipality (to a minimum of 25% of the provincial contribution), and other sources of revenue.

E. Program Review Process

(Still in process)

F. Performance Measurements

Proposed Performance Measures (Provincial):

One function of performance measurement is to help the partners determine whether the program is achieving its Mission provincially, and whether municipalities and Metis Settlements are fulfilling their obligations. The Mission, and local obligations, are restated here for ease of reference:

Mission:

FCSS is a ***partnership*** *between the province, municipalities and Metis Settlements that develops locally-driven* ***preventive social initiatives*** *to* ***enhance the well-being*** *of individuals, families and communities.*

Obligations of municipality (Conditional Agreement Regulation, Sec 2(2)):

- promote, encourage and facilitate the involvement of **volunteers**
- promote **efficient and effective use of resources**
- encourage and facilitate **co-operation and coordination** with allied service agencies operating within the municipality
- promote, encourage and facilitate the **development of stronger communities**
- promote **citizen participation** in planning, delivery and the governance of the program and of services provided under the program

A complete set of performance measures would address each of the highlighted concepts from the Mission and the obligations. This will take time to develop. The measures included here are proposed as a starting point.

The following chart shows the relationship between the proposed measure and the various concepts highlighted above. The purpose is not to suggest that there is a one-to-one relationship between any particular concept and measure. Each concept is far too complex to be completely captured in one or two measures, and each measure captures parts of more than one concept. However, the chart may help in understanding the relevance of the proposed measures to the FCSS Program, and the rationale for selecting them.

Local Accountability:

As noted, the following performance measures are intended to reflect the FCSS Program from a province-wide perspective. Each municipality or Metis Settlement will continue to also address the question of accountability at the local level. Rather than impose one set of expectations provincially, local programs are encouraged to focus on finding ways to measure performance that work for their projects and services.

Program Concept	Proposed Measure
Partnership	Stakeholder Satisfaction. Several of the proposed measures reflect elements of the partnership. For example, the funding leverage measure shows that there is actual financial involvement by all partners. The Stakeholder Satisfaction measure is shown as the most relevant because it will include a question about whether municipalities and Metis Settlements feel the program is being operated as a partnership.
Preventive Social Initiatives are developed	Access to FCSS services. There are actually two access measures proposed: • percentage of municipalities with FCSS agreements • percentage of Alberta population living in participating municipalities By definition, if a municipality has entered into a funding agreement with the province it will provide preventive social programs. Random reviews will help ensure the services meet the intent of the regulation.
Enhance the well-being of individuals, families, and communities	Percentage of municipalities that measure results of their programs. It will take some time before a small number of meaningful, easy to collect measures emerge that will provide a provincial overview of how the FCSS Program benefits those it serves. In the meantime, it is most important that municipalities know whether their local program is beneficial. The proposed measure will encourage municipalities to collect this type of information, and provide a base that can be used in developing future measures. The measure of Stakeholder Satisfaction is also relevant here as municipalities will be asked how satisfied they are with the value of FCSS.
Promote, encourage and facilitate the use of volunteers	Number of hours provided by volunteers in FCSS supported initiatives. One of the beliefs on which the program is founded is that volunteering benefits both the community and the volunteer. This measure, therefore, provides direct evidence of one of the key benefits of FCSS. The measure is also used in deriving the two measures of the fiscal impact of FCSS.

Program Concept	Proposed Measure
Efficient and effective use of resources	Two measures of funding leverage show how the financial investment made by the province generates significant returns at the community level: Total dollar value of services provided by FCSS supported initiatives, including the value of municipal contributions, volunteer services, and agency contribution (if reported). Percentage Return on Investment, comparing total provincial FCSS grants to total dollar value of services provided.
Co-operation and co-ordination with allied service agencies	To be developed. Some locally developed performance measures will likely address this issue.
Development of stronger communities	To be developed. FCSS is clearly about improving communities, but there is much work to be done developing useful measures of "strong" or "healthy" communities. As well, FCSS is only a very small contributor to any community, so its influence will be limited.
Citizen participation	No distinct measure. Citizen participation will be captured both in the measure of volunteer time, and to some extent in the stakeholder satisfaction information. This area will be reviewed to see if any municipalities find a workable measure for this concept at their level.

Reporting on Provincial Performance Measures:

The Provincial Government and the FCSS Association of Alberta have identified the need for performance measures in order that we may articulate the effectiveness of FCSS projects and services in meeting preventive social service needs, identify gaps in existing services and provide opportunities to learn and improve. A measurement project has been developed which will contribute to stronger local and provincial social policies that will enhance the quality of life for all Albertans.

A performance measurement framework (module) that is flexible and appropriate for both rural and urban FCSS Programs will be developed. A learning and development plan that includes the framework, implementation guidelines and training for FCSS staff will also be created.

It is anticipated that the framework will include the following components:

- Research
- Identifying Outcome Goals
- Developing Indicators

- Selecting Activities to Deliver Outcomes
- Determining Benchmarks and Outputs
- Collecting Data
- Reporting
- Action to Improve

It is intended that this framework will provide all levels of government with performance measures.

5 Allocation of Funds

A. Funding Allocation Model

In April 1998, Alberta Family and Social Services began to implement a new model for the allocation of provincial funding to municipalities and Metis Settlements participating in the Family and Community Support Services (FCSS) Program. The new model is based on the population of each participating municipality or Metis Settlement, adjusted for the median income level of the municipality or Settlement. The department will use the model to calculate the FCSS grant available to each municipality or Metis Settlement in the fall of each year, for subsequent year funding. The following pages explain how the model works.

1. History of Model Development

In April 1996, the administration of the FCSS Program was returned to Alberta Family and Social Services from Alberta Municipal Affairs. A steering committee was established to conduct a review of the FCSS Program. The committee included representation from the Alberta Urban Municipalities Association, Alberta Association of Municipal Districts and Counties, FCSS Association of Alberta, Metis Settlements General Council, Inter-City Forum on Social Policy, and Alberta Family and Social Services. To assist the steering committee, a design team was also created to deal with the detail and analysis of FCSS issues. The design team included municipal FCSS officials and department officials.

One task was to review the method of allocating provincial funding to participating municipalities and Metis Settlements. The committee considered many different models, and determined the approach best able to address some of the funding inequities without introducing too much complexity to the system.

2. Funding Calculation

The model sets out the following steps to determine the amount of provincial FCSS funding available to the participating municipality or Metis Settlement.

Step One: **Identify the current population of the municipality or Metis Settlement.** The population used by the model is the one that the municipality or Metis Settlement provides to Alberta Municipal Affairs. Because these figures are updated annually in October, funding is based on the previous year's population – e.g., 1999 funding is based on 1998 populations.

Step Two: **Determine the median income of the municipality or Metis Settlement.** The model uses the individual median income as reported by Statistics Canada and based on Tax Filer data. Because StatsCan collects and reports this data based on postal codes, the data is organized to correspond as closely as possible with municipal and Metis Settlement boundaries.

Step Three: **Determine the income index for the municipality or Metis Settlement.** The income index is derived by dividing the municipality's or Metis Settlement's median income by the average median income of all participating municipalities and Metis Settlements.

Step Four: **Determine the adjusted population of a municipality or Metis Settlement.** The formula is as follows:

Adjusted Population for Calculation of FCSS Funding = Population *plus* [(1 *minus* Income Index) *multiplied by* Weighting Factor* *multiplied* by Population)]

(*See note on page 5-5 related to weighting factor.)

Step Five: **Determine the percentage of available FCSS funding that will go to the municipality or Metis Settlement.** The formula is as follows:

Percentage of Available FCSS Funding = Adjusted Population (per above) *divided* by the total Adjusted Population of all participating municipalities and Metis Settlements *multiplied* by 100.

Step Six: **Determine the amount of funding available for distribution under the model, and the amount required for grandfathering.** In implementing the model, many municipalities and Metis Settlements will see an increase in funding as a result of its provisions to address past funding inequities. This means that other municipalities and Metis Settlements would see a decrease in their share of provincial funding -- however, the province has committed to not reducing grants for any municipality or Metis Settlement for at least the first three years. (This is called 'grandfathering', a process which allows a community to retain its current level of funding.)

To accomplish this, not all of the FCSS budget can be distributed according to the formula. A portion of the budget is used to maintain, or grandfather, grant levels. For 1998/99, $36.1 million has been budgeted for grants to municipalities and Metis Settlements. Approximately $34.2 million was distributed under the model, and about $1.9 million was used for grandfathering. In future years, these figures will change based on population and median income changes, or because of changes in the overall budget.

Step Seven: **Determine the provincial FCSS grant for the municipality or Metis Settlement.** To do this, the percentage share of available funding (per step five) is *multiplied* by the funding available for distribution under the model (per step six).

For 1998, if this calculation results in an increase in funding over the previous year, that is the amount that will be provided to the municipality or Metis Settlement. If it results in a decrease, the municipality or Metis Settlement is then grandfathered and receives the same amount as the previous year. Because of the province's commitment to grandfather municipalities and Metis Settlements in the first three years, funding after 1998 will remain at the same level for two more years.

3. Example

Step One	Population of a municipality	10,000
Step Two	Median Income	15,000
Step Three	Median Income Average	16,646
	Income Index	.901
Step Four	Overall Income Index	1.00
	Less: Income Index of municipality	.901
	Difference	.099
	Multiply by weighting factor	.25
		.02475
	Multiply by actual population of municipality	10,000
		247.5
	Plus: Actual population of municipality	10,000
	Adjusted population for calculation	10,247
Step Five	Divided by Total Adjusted Population of all participating municipalities	2,486,893
	Percentage of Adjusted Population of municipality	0.41204%
Step Six	Multiply by Grant for Distribution	$34,200,000
Step Seven	Eligible Funding Amount	$140,917.76

4. Additional Notes

Median Income

The median is the middle number in a group of numbers. Where a median income is given as $20,000, it means that exactly half of the reported incomes are greater than or equal to $20,000, and the other half are less than or equal to that amount. The model uses the

Individual Median Income produced by Statistics Canada, based on Tax Filer data. This data is updated annually, but is always two years old. For example, in the fall of 1999 when preparing the 2000 FCSS grants, income data from the 1997 tax year was used.

The provincial **median income average** is the sum total of median income of all participating municipalities and Metis Settlements, divided by the total number of participating municipalities and Metis Settlements.

Weighting Factor

The weighting factor is a mathematical constant that determines the influence of median income in the funding allocation model. The higher the weighting factor, the greater the influence of the median income. In the new model, a weighting factor of .25 is used. This is a relatively low weighting, meaning that the population of the municipality or Metis Settlement plays a much bigger role in determining its funding than does the median income. The sample calculation demonstrates the use of the weighting factor.

Provincial funding increase for FCSS: The funding allocation model was developed to create more equity in the way funds are distributed to municipalities and Metis Settlements. In doing so, unless new funds were added to the total provincial FCSS budget, any reallocation would necessarily involve taking some funds away from one group and transferring them to another group.

The provincial government has therefore increased the annual FCSS budget by $5 million as of 1998/99. Using the allocation model, this allows approximately 80 municipalities to receive increases in their grants. The remainder, who would otherwise have given up a portion of their funding, have had their funding maintained or "grandfathered" at their current levels. This method of implementation of the model has allowed significant progress to be made in eliminating inequities, while no municipality or Metis Settlement sees a decrease in dollars in the first three years.

The effect on the overall system is shown in the following table:

	Total 1997/98 Budget	**$31.1 million**
Add	Increases to 80+ municipalities and Metis Settlements	$ 5.0 million
Minus	Decreases to other municipalities or Metis Settlements according to model	$ 1.9 million
Subtotal	Amount distributed according to model in 98/99	$34.2 million
Add	Amount distributed for grandfathering in 98/99	$ 1.9 million
Total	**Total 98/99 Budget**	**$36.1 million**

B. Program Policies and Interpretations

1. Eligible/Non-Eligible Projects

Section 2 of the Conditional Agreement Regulation (Alberta Regulation 218/94) provides direction for program funding. It states that:

In providing for the establishment, administration and operation of a program, a municipality must

(1) promote, encourage and facilitate the involvement of volunteers,

(2) promote efficient and effective use of resources,

(3) encourage and facilitate co-operation and coordination with allied service agencies operating within the municipality,

(4) promote, encourage and facilitate the development of stronger communities, and

(5) promote citizen participation in planning, delivery and the governance of the program and of services provided under the program.

Section 2 further states that:

(1) Services provided under a program must

(a) be of preventive nature that enhances the social well-being of individuals and families through promotion or intervention strategies provided at the earliest opportunity, and

(b) do one or more of the following:

(i) help people to develop independence, strengthen coping skills and become more resistant to crisis;

(ii) help people to develop an awareness of social needs;

(iii) help people to develop interpersonal and group skills which enhance constructive relationships among people;

(iv) help people and communities to assume responsibility for decisions and actions which affect them;

(v) provide supports that help sustain people as active participants in the community,

(2) Services provided under a program must not

(a) provide primarily for the recreation needs or leisure time pursuits of individuals,

(b) offer direct financial assistance to sustain an individual or family,

(c) be primarily rehabilitative in nature, or

(d) duplicate services that are ordinarily provided by a government or government agency.

Alberta Children's Services has identified projects that do not fall under the FCSS mandate and are not eligible for FCSS funding. These interpretations of the Conditional Agreement Regulation will be reviewed by the FCSS Program Advisory Team.

(1) ***Day Care*** – A legislated provincial day care program exists within Alberta Children's Services. Section 2.1(2)(d) of the Conditional Agreement Regulation states: "Services provided under a program must not duplicate services that are ordinarily provided by a government or government agency." (*Note:* After school care and play school programs are eligible for funding.)

(2) ***Food Banks*** – These projects "offer direct financial assistance to sustain an individual or family", as stated in Section 2.1(2)(b) of the Conditional Agreement Regulation.

(3) **Clothing Depots/Thrift Shops** – These projects "offer direct financial assistance to sustain an individual or family," as stated in Section 2.1(2) (b) of the Conditional Agreement Regulation.

(4) ***Christmas Hampers/Santa's Anonymous*** – These projects are not considered preventive and can conceivably be achieved through the use of volunteers and/or volunteer agencies.

(5) ***Literacy/Adult Tutoring*** – These are eligible for funding through Alberta Advanced Education and Career Development, and are under the mandate of Continuing Education Councils. They are a duplication of services as stated in Section 2.1(2)(d) of the Conditional Agreement Regulation.

Projects listed below contain both eligible and non-eligible components. Only eligible components will be cost-shared.

(6) ***Quest*** – This is a school-based program. To avoid any duplication of services, FCSS may cost-share volunteer support components only, i.e., training of volunteers. FCSS will not cost-share teacher training, resource materials or equipment.

(7) ***RCMP Victim Assistance Program (VAP)*** – There is potential for duplication considering that these projects fall within the authority of police services. Funding

for VAP staff (i.e., co-ordinator) is available through other sources and is not considered eligible. FCSS may cost-share volunteer training, public education, and advertising expenses.

(8) ***Collective Kitchens*** – FCSS will not cost-share the purchase of any food associated with this project. Support components (e.g., advertising, facility rent) can be cost-shared, if necessary. This program can be achieved through the use of volunteers and/or volunteer agencies, and non-funded assistance through FCSS.

(9) ***Meals on Wheels*** – The food (meals) for this program will not be cost-shared, but FCSS may provide funding for support components (i.e., volunteer training, advertising, containers). This project can be achieved through the use of volunteers and/or volunteer agencies and non-funded assistance through FCSS.

(10) ***Summer Fun/Playground Programs*** – These programs contain both recreational and preventive components. Only preventive elements or projects with a strong developmental focus will be cost-shared (e.g., youth leadership).

2. Local Surplus Policy

All provincial surpluses incurred by municipalities from the current period will be deducted from succeeding grant funding. The total provincial grants provided to municipalities or Metis Settlements will consist of annual provincial allocations, minus any surplus amount identified in the prior year reconciliation statements.

3. 20% of Matching Share

The following information is provided to clarify provincial policy with respect to the 20% matching share provided by municipalities/Metis Settlements participating in Family and Community Support Services (FCSS).

Section 5(b) and 5(b.1) of the Conditional Agreement Regulation requires that a municipality/Metis Settlement receiving funds from the Minister of Alberta Children's Services contribute, as a matching share, no less than 20% of the total budget and that (effective January 1, 1998), these funds must be allocated from the operating budget of the municipality. *(Refer to page 9-4 of the FCSS Program Handbook for detailed wording.)*

Section 5(b.1) was added to the Conditional Agreement Regulation to ensure that municipal/Metis Settlement contributions are made with municipal/Metis Settlement dollars. There have been instances where outside agencies have offered to contribute a 20% share in return for receiving funding for particular projects. After carefully considering the implications for the FCSS Program, it has been determined that funding from outside agencies, either in whole or in part, may not be used in place of the 20% municipal share.

Participating municipalities/Metis Settlements are required to report the following revenues on the Annual FCSS Program Report: "Funding provided under the Act" (80%);

"Municipal contribution" (20%); and "Other revenues". To accurately reflect fiscal transactions of a municipality/Metis Settlement, any donations received from an outside agency would almost certainly need to be shown as "other revenues". These donations should not be included or identified as part of the 20% municipal contribution.

One of the fundamental principles of FCSS is local decision-making. A municipality/Metis Settlement is given the autonomy to determine how many dollars it will access from the FCSS funding available from the provincial government. It also makes decisions about the local projects to receive FCSS funding. Part of this decision-making process will be to ensure that the required 20% matching share is available and that its source is the operating budget of the municipality/Metis Settlement.

6 Consultation

Consultation is a cornerstone of the FCSS Program. The last re-design of the Program (1996-1997) was undertaken through extensive consultation with individual programs, municipalities and other FCSS stakeholders.

Alberta Children's Services has ongoing consultative relationships with FCSS Programs, the Family and Community Support Services Association of Alberta (FCSSAA) and with participating municipalities. The FCSS Advisory Team will provide support by managing consultative processes to resolve program and administrative issues to help clarify FCSS policy and practice as required.

The FCSSAA and the FCSS Director's Network jointly sponsor the FCSS WebBoard which facilitates discussion on a wide range of FCSS topics, general social services and government issues. The WebBoard can be accessed at http://www.fcss.ab.ca. FCSS staff and board members are encouraged to join the discussions. If more information or help is needed, contact Carl Ulrich at ulirch@yellowhead.com or by phoning (780) 723-4349, extension 142.

Municipalities and individual programs are encouraged to discuss areas of concern and/or interest with provincial FCSS staff, the FCSSAA, members of the Program Advisory Team or the FCSS Resource Bank at any time.

7 History of FCSS

July 1, 1966	The *Preventive Social Services Act* was passed. Features of the Act included 80/20 cost sharing of projects identified by the community, prior approval of projects by the Minister, an emphasis on the voluntary sector, and 80% payments to the municipality after the municipality had expended its funds.
1979	A review of the Preventive Social Services (PSS) Program was announced by the Minister of Social Services and Community Health. The result showed that the overwhelming majority of municipal groups supported the continuation of a variation of the PSS Program.
June 2, 1981	The *Family and Community Support Services Act* was passed. Features of the new legislation included the retention of the 80/20 cost sharing concept, removal of the right of prior approval by the province, and implementation of advance funding on a per capita basis.
October 26, 1990	The Minister of Family and Social Services announced the establishment of the Ministerial Advisory Panel to conduct a comprehensive review of the Family and Community Support Services Program.
November 1, 1991	The Final Report of the FCSS Ministerial Review Panel, which included 36 recommendations, was presented to the Minister of Family and Social Services.
April 1, 1994	The Government of Alberta transferred the FCSS Program to Alberta Municipal Affairs and offered municipalities the opportunity to receive this funding unconditionally.
April 1, 1996	Alberta Family and Social Services reassumed responsibility for administering Family and Community Support Services after the Province and municipalities decided that unconditional funding was not the best approach for this type of program. A steering committee made up of municipal and provincial representatives was formed to re-examine the FCSS Program.
May, 1997	Amendments to the Conditional Agreement Regulation were enacted streamlining administration of the program and making it necessary for the 20% municipal share to come from municipal revenues.
February 25, 1999	The first meeting of the FCSS Program Advisory Team was held. The team was created as part of the overall redesign of the provincial Family and Community Support Services Program.
May 25, 1999	The provincial government announced a new organizational structure. Family and Community Support Services became part of the newly created Alberta Children's Services Ministry.

8 FCSS Act

FAMILY AND COMMUNITY SUPPORT SERVICES ACT

CHAPTER F-1.1

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HER MAJESTY, by and with the advice and consent of the Legislative Assembly of Alberta, enacts as follows:

Definitions

1 In this Act,

(a) "Minister" means the Member of the Executive Council charged by the Lieutenant Governor in Council with the administration of this Act;

(b) "municipality" means

(i) a city, town, village or municipal district,

(ii) the Minister of Municipal Affairs in respect of an improvement district, special area or Metis settlement,

(iii) a school board, a hospital board or a regional health authority under the Regional Health Authorities Act in respect of a National Park of Canada, or

(iv) the Government of Canada in respect of an Indian reserve;

(c) "program" means a family and community support services program determined in accordance with section 7(a).

1981 cF-1.1 s1;1986 cD-13.5 s12;1989 cD-21.5 s14;1992 c21 s14;
1994 cR-9.07 s25(12);1995 c24 s99(39)

Powers of municipalities

2 A municipality may

(a) provide for the establishment, administration and operation of a family and community support services program within the municipality, and

(b) enter into agreements with other municipalities to provide for the establishment, administration and operation of joint family and community support services programs.

Agreements

3(1) Subject to subsection (4), the Minister may enter into agreements with municipalities for the establishment, administration and operation of programs.

(2) Where 2 or more municipalities have entered into an agreement under section 2(b), the Minister may enter into an agreement with 1 municipality acting on behalf of the other municipality or municipalities for the establishment, administration and operation of a program.

(3) Where, pursuant to an agreement mentioned in subsection (1) or (2), a municipality provides for the establishment, administration and operation of a program in a manner that is satisfactory to the Minister, the Minister may pay the municipality an amount not exceeding 80% of the costs of the program.

(4) The Minister may only enter into an agreement with the Government of Canada in respect of an Indian reserve on the request of the Council of the Indian band.

Advances to municipalities

4 Where a municipality provides for the establishment, operation and administration of a program pursuant to an agreement made under section 3(1) or (2), the Minister may make advance payments to the municipality in respect of the cost of the program, and those advance payments shall be deducted from any money that is to be paid pursuant to section 3.

Examination of books and records

5 Where a municipality provides for the establishment, operation and administration of a program pursuant to an agreement made under section 3(1) or (2), the Minister may, after consultation with the municipality, direct any person to examine the books, records and other documents of the municipality that relate to the program, and for that purpose the books, records and other documents may be removed temporarily to make copies.

Audited financial statements

6(1) A municipality receiving a payment under section 3 shall prepare and submit to the Minister an audited financial statement in respect of the program and any other information that the Minister may require when so directed by the Minister.

(2) Where the audited financial statement shows that there are unexpended funds from the payments made by the Minister under section 3 or 4, the Minister may

(a) apply the unexpended funds to any payment made by the Minister pursuant to a further agreement with the municipality under section 3 respecting a program, or

(b) require the municipality to refund the unexpended funds to the Minister.

Regulations

7 The Lieutenant Governor in Council may make regulations

(a) respecting the determination of what constitutes a program under this Act;

(b) respecting the determination of the costs of the establishment, administration and operation of a program under section 3 and the manner of calculating those costs;

(c) respecting payments to be made under sections 3 and 4;

(d) respecting the establishment, administration and operation of programs by municipalities;

(e) governing agreements made under this Act;

(f) prescribing qualifications for and standards and methods of work to be maintained by municipal family and community support services workers;

(g) prescribing any conditions that must be met before a payment under section 3 or 4 can be made;

(h) prescribing the manner and method of payments to municipalities under this Act;

(i) respecting the audited financial statements required by section 6.

Repeal

8 The Preventive Social Services Act is repealed.

9 Conditional Agreement Regulation

(Consolidated up to 102/97)

ALBERTA REGULATION 218/94

Family and Community Support Services Act

CONDITIONAL AGREEMENT REGULATION

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Program

Definitions

1 In this Regulation,

(a) "Act" means the Family and Community Support Services Act;

(b) "program" means an arrangement for the delivery of family and community support services in accordance with an agreement entered into pursuant to section 3(1) of the Act.

AR 218/94 s1;102/97

Obligation of municipality

2 In providing for the establishment, administration and operation of a program, a municipality must

(a) promote, encourage and facilitate the involvement of volunteers,

(b) promote efficient and effective use of resources,

(c) encourage and facilitate co-operation and co-ordination with allied service agencies operating within the municipality,

(d) promote, encourage and facilitate the development of stronger communities, and

(e) promote citizen participation in planning, delivery and the governance of the program and of services provided under the program.

AR 218/94 s2;102/97

Service requirements

2.1(1) Services provided under a program must

(a) be of a preventive nature that enhances the social well-being of individuals and families through promotion or intervention strategies provided at the earliest opportunity, and

(b) do one or more of the following

(i) help people to develop independence, strengthen coping skills and become more resistant to crisis;

(ii) help people to develop an awareness of social needs;

(iii) help people to develop interpersonal and group skills which enhance constructive relationships among people;

(iv) help people and communities to assume responsibility for decisions and actions which affect them;

(v) provide supports that help sustain people as active participants in the community.

(2) Services provided under a program must not

(a) provide primarily for the recreational needs or leisure time pursuits of individuals,

(b) offer direct financial assistance to sustain an individual or family,

(c) be primarily rehabilitative in nature, or

(d) duplicate services that are ordinarily provided by a government or government agency.

AR 102/97 s2

Financial Matters

Municipal costs

3 Municipal costs of a program may only include

(a) general administration and management of the municipal program,

(b) operation of an advisory board or committee for the municipal program,

(c) planning and research regarding the overall program,

(d) general consulting by the municipality to services within the program,

(e) general consulting by the municipality to the community with regard to the program,

(f) monitoring and evaluation of program services in the municipality,

(g) evaluating program service delivery effectiveness,

(h) advertising and promoting the program services in the community,

(i) managing a specific service delivery mechanism,

(j) operating a board or committee for the delivery of the service,

(k) providing training for staff and volunteers for this service,

(l) reimbursing volunteers for incidental expenses necessarily incurred in providing volunteer services to the program but not including loss of wages, and

(m) employment of staff to deliver family and community service.

Prohibited costs

4 Expenditures of the program shall not include

(a) the purchase of land or buildings,

(b) the construction or renovation of a building,

(c) the purchase of motor vehicles,

(d) any costs required to sustain an organization that do not relate to direct service delivery under the program,

(e) municipal property taxes and levies, or

(f) daily allowances for members of any board or committee referred to in section 3(b) or (j).

Use of money

5 A municipality that receives funds from the Minister for a program shall

(a) give priority to funding services under the program that are delivered by volunteer non-profit organizations,

(b) expend no less than 20% of the total budget in the program as a matching share of the total municipal funding and funding by the Minister as provided in the program agreement,

(b.1) allocate from the operating budget of the municipality the 20% matching share referred to in clause (b)

(NOTE:: Clause (b.l) comes into force on January 1, 1998)

(c) not apply funds collected through fees charged to clients for services provided under the program as a part of its matching share,

(d) repealed AR 102/97 s3,

(e) not use payments made by the Minister under this Act to secure reimbursement for municipal costs not a part of the program, and

(f) not use payments made by the Minister under this Act for any operating costs for the program not equally charged to its other municipal projects, work or service.

AR 218/94 s5;102/97

Payment of $100,000 or less

6 The audited financial statement required under section 6 of the Act from a municipality that receives a payment under section 3 of the Act in the amount of $100,000 or less

(a) must set out the revenues and expenditures shown in the Schedule, and

(b) must contain the municipality's certification

(i) that the services provided under the program meet the conditions set out in section 2.1 of this Regulation,

(ii) that the expenditures set out in the financial report include only costs that are eligible under section 3 of this Regulation and do not include expenditures listed in section 4 of this Regulation,

(iii) that the funds provided for services under the program were expended for those services, except for the amount reported as surplus,

(iv) that the municipality's contribution is not less than 20% of the total budget as provided for in section 5(b) of this Regulation,

(v) that the 20% matching share has been allocated in accordance with section 5(b.1) of this Regulation, and

(NOTE: Clause (b) (v) comes into force on January 1, 1998)

(vi) that any funds collected through fees charged to clients for services provided under the program have not been included as part of the municipality's contribution as provided for in section 5(c) of this Regulation.

AR 218/94 s6;102/97

Payment of more than $100,000 and less than $500,000

6.1 The audited financial statement required under section 6 of the Act from a municipality that receives a payment under section 3 of the Act in the amount of more than $100,000 but less than $500,000 must contain

(a) the information referred to in section 6(a) and (b), and

(b) a review engagement report relating to the revenues and expenditures shown in the Schedule, prepared in accordance with the standards of the Canadian Institute of Chartered Accountants for review engagement reports.

AR 102/97 s4

Payment of $500,000 or more

6.2 The audited financial statement required under section 6 of the Act from a municipality that receives a payment under section 3 of the Act in the amount of $500,000 or more must contain

(a) the information referred to in section 6(a) and (b), and

(b) an auditor's report relating to the revenues and expenditures shown in the Schedule, prepared in accordance with the standards of the Canadian Institute of Chartered Accountants for auditors' reports.

AR 102/97 s4

Auditor

6.3(1) The financial statements referred to in sections 6.1 and 6.2 may be prepared by an employee of the municipality but must be reviewed or audited, as the case may be, by an auditor who is not an employee of the municipality.

(2) The auditor referred to in subsection (1) may be the same person who audits the general financial statements of the municipality.

(3) Notwithstanding subsection (1), financial statements referred to in sections 6.1 and 6.2 may be reviewed or audited, as the case may be, by an employee of the municipality if the employee satisfies the conditions set by the Minister.

AR 102/97 s4

Agreements

Agreements

7 An agreement referred to in section 3(1) of the Act shall be in a form satisfactory to the Minister.

Formal payments

8(1) Subject to section 3(3) of the Act, payment may be paid in accordance with the amount set out in the agreement.

(2) Advance payments to cover costs of the program may be made in accordance with the terms of the agreement.

Municipal signing officer

9 When a municipality as defined in section 1(b)(i) of the Act enters into an agreement the municipality shall sign the agreement, on a resolution by the municipal council authorizing the agreement.

Section 2(b) agreements

10(1) Where a municipality enters into an agreement with another municipality under section 2(b) of the Act, the agreement must specify which municipality is authorized, on behalf of the other municipality, to enter into an agreement with the Minister.

(2) If a municipality wishes to terminate an agreement between municipalities under section 2(b) of the Act, and the effect of the termination would be to withdraw the authority for a municipality to receive funding under this Regulation on behalf of another municipality, it shall provide the other municipality and the Minister with written notice 6 months prior to the termination date.

Agreement terms

11 It is a term of an agreement between the Minister and municipality that

(a) if in the opinion of the Minister a municipality's program fails to meet the requirements of section 2 or 2.1,

(b) if the audited financial statement of a municipality

(i) has not been submitted to the Minister within 120 days of the end of the municipality's fiscal year,

(ii) does not meet the requirements prescribed in section 6, 6.1 or 6.2, as the case may be, or

(iii) shows that the municipality has wrongfully used funds provided to it under the Act,

the Minister may withhold amounts of funding under any new agreement or require the municipality to repay the amounts of funding that in the opinion of the Minister are equivalent to the value of the program components not met or the funds wrongfully used.

AR 218/94 s11;102/97

Repeal

12 The Family and Community Support Services Regulation (Alta. Reg. 237/81) is repealed on April 1, 1995.

AR 218/94 s12;319/94

Expiry

Expiry

13 For the purpose of ensuring that this Regulation is reviewed for ongoing relevancy and necessity, with the option that it may be re-passed in its present or an amended form following a review, this Regulation expires on March 31, 2002.

AR 102/97 s6

Schedule

Revenues and Expenditures

Revenues

Funding provided under the Act

Municipal contribution

Other revenues

Total Revenues

Expenditures

Services provided by the municipality under the program including administration

Funds provided to service providers who are external to the municipality

Less surpluses retained/returned by service providers who are external to the municipality

Net total funding to service providers who are external to the municipality

Total Expenditures

Surplus (Deficit)

AR 218/94 Sched.;102/97